

DocuWare for Finance Teams

Read our guide to DocuWare
for Finance Teams. Realise the
potential of your data. Make
your teams more efficient.

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www.restore.co.uk/digital



Organisations are changing, and the expectation that they are agile and digital is becoming the norm. Finance Departments are under pressure to provide deeper insight and analysis so they can inform strategic direction. As always budgets and resources remain constrained. How can Finance Teams find the time to leverage their talent and be efficient, effective and digital? Restore Digital support Finance Teams on their digital journey, with a range of services, all with a clear ROI and a roadmap to digital agility.

DocuWare: A powerful tool to workflow automation

Accounts payable: quickly record and book costs

DocuWare captures paper and electronic invoices and automatically matches them to purchase orders, providing customisable workflows to manage the approval process, and then posts the approved amounts back to the general ledger through pre-built ERP integrations.

Remove paper, avoid manual data entry errors, reduce invoice handling, streamline approval and eliminate manual entry. Most importantly: recapture valuable time for higher-value tasks.

Achieve a new speed in payables with DocuWare:

- Validate invoices for accuracy and use DocuWare self-learning intelligent indexing to match invoices with related purchase orders.
- Route invoices through a multi-step approval process, even supporting split code billing for multiple approvals.
- Directly import invoices to defined and easily searchable file structures.
- Dynamically handle exception-level approvals and reprocess rejected invoices.
- Automatically post approved invoice amounts directly back to the ERP system.

With DocuWare you can process invoices promptly, keep track of due dates and status changes, and significantly improve cash flow management.

Accounts receivable: speed up collections

Remove the guesswork from Accounts Receivable. DocuWare links related documents and information directly to the order process so you can generate invoices faster, immediately answer customer questions, and tightly track individual payment plans or special discounts.

Drive a profitable receivables process with DocuWare:

- Access delivery notes, performance reports or special agreements directly from your ERP or other accounting application.
- Automatically file outgoing invoices while printing or emailing.
- Immediately answer customer inquiries and forward copies instantly by email.
- Combine invoicing with release workflows (for example, approving discounts).
- Collaborate with sales on new customer acquisitions

With DocuWare, fast and accurate receivables support reporting integrity, high customer satisfaction and effective team performance.

Financial audits: score points with perfect organisation

Don't fear audits. DocuWare provides fully accurate documentation across all business transactions. Not just booked records from the period being audited, but email, letters or contracts connected with these records can be collected and submitted in seconds.

Don't waste time preparing audits when DocuWare can:

- Remove the risk and burden of paper-based information.
- Archive all accounting documents in a legal, compliant fashion.
- Collect documents into digital folders with a convenient, built-in search field.
- Complete these records with easily findable current and historical documents.
- Eliminate unnecessary searches by accessing invoices and correspondence directly from your accounting program.
- Register all processing steps directly on a document for consistent verifiability of a process.
- Restrict access to certain documents.

Main Benefits of DocuWare

- Global interdepartmental access to all documents with one click.
- Transparent and smooth workflows, increasing productivity.
- Increase employee satisfaction, as time wasted on searching for information is decreased.
- Tamper free archiving.
- Free up physical storage space.
- Simple integration into third party applications.
- Email integration.
- Mobile access.
- Advanced OCR.
- Full back office integration.

Archive scanning: releasing office space, automating retention periods and empowering your data

Main Benefits

- **Knowing your data**
Understand what data you hold
- **Regain valuable office space**
Hardcopy files take up space
- **Subject Access Requests (SARs)**
Comply with GDPR SARs quickly
- **Security**
Audit trails, permissions & access
- **Save Money**
Through an efficient workforce

Higher visibility

- Easily searchable records
- Simple workflow dashboards to manage the scanned records
- Records can be uploaded into your in-house database, transferred securely, or uploaded into DocuWare

Faster turnaround

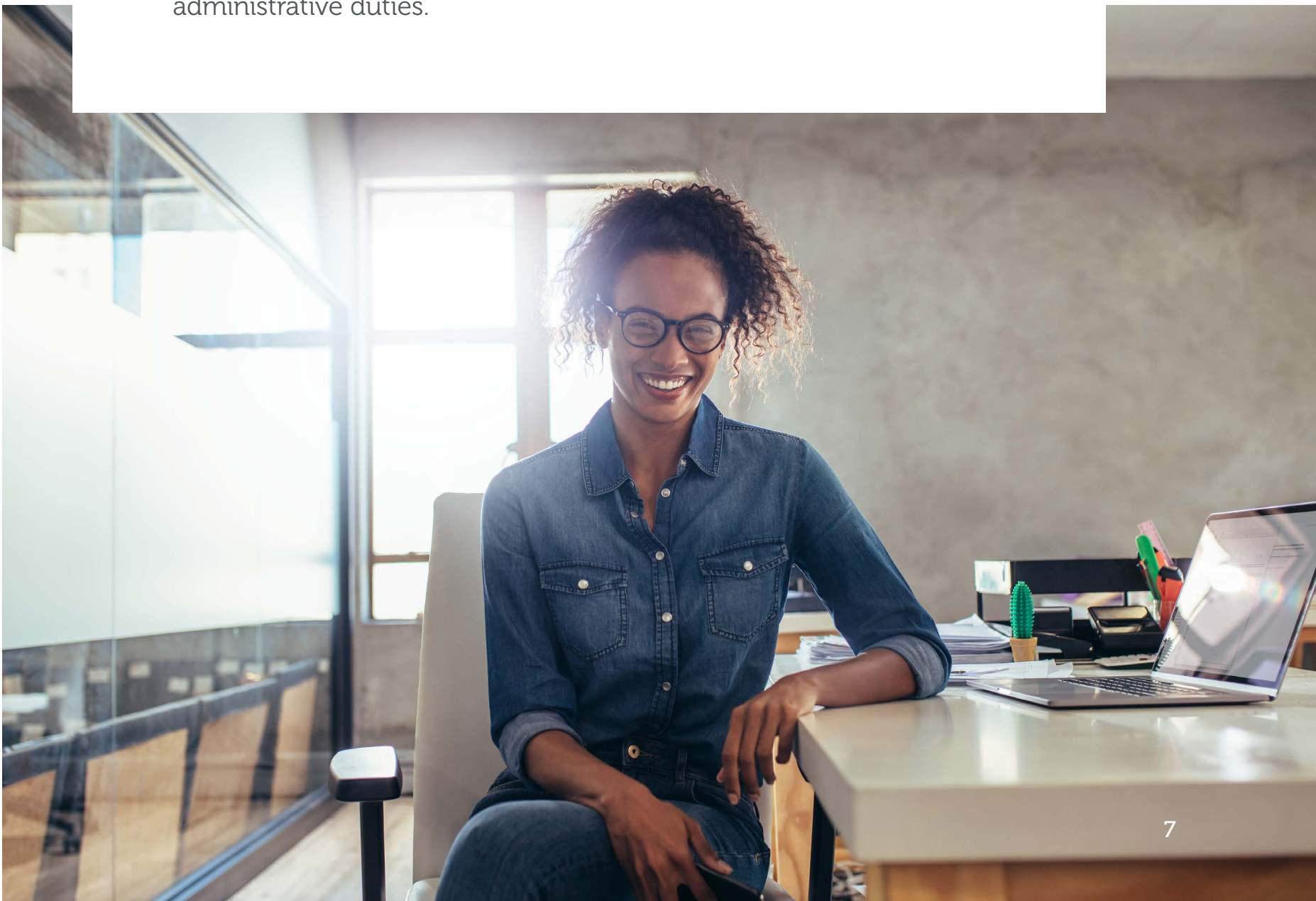
- Automatic classification
- Automated data extracted
- Automated workflows

Restore can quickly and easily scan your paper archive, and help you minimise paper going forward. Once the files are prepared and scanned, the documents can be automatically classified and indexed, and if required data can be extracted using our data extraction engine.

A Digital Mailroom: Stop the paper entering your organisation

We work with Finance Teams where invoices and purchase orders etc never enter an organisation and instead are routed via PO boxes and email inboxes for Restore Digital to process, classify and extract. The mail enters workflows to agreed time sensitive SLAs, for processing within the organisation.

With all manual processing, delivering of post around an organisation and manual data entry removed, the finance teams are immediately adding real value to the process, rather than just administrative duties.





Interested in a DocuWare demo, or just have questions regarding our scanning and mailroom services?

Get in touch and we'll happily answer any of your questions:

info@restoredigital.co.uk

Alternatively join the digital transformation discussion on LinkedIn: www.linkedin.com/company/restore-digital/
Twitter: [@RestoreDigital](https://twitter.com/RestoreDigital)

#RestoreAnswers

